

USING TENTAROO FOR MBU REGISTRATION

Go to <https://www.tentaroo.com/montanacouncil/>

CREATE AN ACCOUNT

You will use your existing login and password if your troop already has a Tentaroo account.

ROSTER BUILDING (can be done before registration opens)

First you will need to build your Roster, entering all Scouts that will be attending MBU.

- Select **"Your Roster"** from the top.
- New Camper
- Enter required fields marked with *. (Name, D.O.B., emergency contact name and phone).
- Save Camper
- Repeat to add all your attendees.
- Also add adults to your leader roster if they are going to register for Adult Indoor Training, Adult Woodcarving, or stay on campus Friday night.

A NOTE BEFORE REGISTERING

Scout leaders are responsible for looking over each merit badge on the MBU Website to make sure your scouts are eligible for the classes before registering them. Scouts that do not come prepared unfortunately slow the whole class down. PLEASE make sure your boys have read the MB requirements & prerequisites, understand what they are to bring, and that they come prepared. This will greatly increase the chances of the teachers being able to cover all the material they expect to during the class period and is the best way to show appreciation for all the time and effort these volunteers are giving to MBU. Review <https://meritbadgenu.wordpress.com/mbu3-2015/> Thank you!

TO REGISTER THE SCOUTS ON YOUR ROSTER (Available starting at 7am on 2/23/15)

There are 3 types of sessions: "1" is AM. "2" is PM. "1, 2" is an all-day class.

- **Event Options:** Merit Badge University 3
- Select **Event registration** from the top.
- **New Camper Registration**
- **Choose Participant:** Select one of your Scouts
- **Choose an event:** MBU3
- **Create Registration**
- Select **"Classes"** tab
- Hover over the "?" to see info about the MB.
- Click on a MB from the right and drag it into the box at the left. As you select a "session 1" MB, all the other session 1 options will disappear. If you want to change your mind, drag the MB back to the right and all the options will reappear.
- **FRIDAY NIGHT.** Once sessions 1 & 2 are chosen, your only remaining option is Friday Night. Select this and drag it to the left for each scout staying the night on campus Friday night.
- **SAVE & ADD TO CART**

TIP: Your selections are not secure until you have checked out. After each scout, you may want to click the Cart icon, review and make any needed changes, and then select **"Submit my order"** to be sure you get the classes you are wanting. If you wait to submit your order until all scouts are entered, some spots may have filled up by others checking out before you. (Also read below about payment required to further secure your classes.)

CONFIRMATION

Once you submit your order, a message will pop up that says your registration has been successfully submitted. You will also receive an email summarizing your registration. If you check out after each boy, you will receive an email about each boy.

VIEW Schedules will generate a list of all your scouts' schedules onto one form.

ADULT REGISTRATION

You will need to register your adults for Friday Night, Adult Indoor Training, and/or the Adult Woodcarving Class in the same way you register each Scout.

PAYMENT REQUIRED IN ADVANCE

The receipt you receive via email will say no payment is due but that is NOT correct. Each troop will need to send a check within a week in order to keep the classes that have been selected.

Troop 214 will be assuming the accounting responsibilities for this event as opposed to running all transactions through Carroll College.

Your balance should show on Tentaroo.

Send in \$20 for every participating Scout.

Send in \$5 for every Scout and/or adult sleeping on campus Friday night (includes Sat breakfast.)

Saturday Lunch is included for each Scout with the \$20 registration fee. Adults can purchase a lunch ticket for \$7.50 on the day of the event.

Do not send in Scuba fee. See MBU website for paying for that class the day of MBU.

Include a copy of the registration you are paying for.

Include a name, troop #, and contact phone number with the payment.

Please make checks payable to **TROOP 214** and mail them within 1 week to:

Beth Wheeler

1070 Toucan Rd

Helena, MT 59602

REQUIRED FORMS

Go to <https://meritbadgeu.wordpress.com/forms/> for links for all forms.

BSA Medical Parts A & B for all Scouts.

Carroll College Acknowledgment of Risk for all Scouts.

There are separate forms required for Horsemanship and Scuba from the MBU website.

Bring completed forms to Registration the day of the event. (7-7:30am)

BRING

Check the website for a list of items to bring & prerequisites for all classes. www.meritbadgeu.wordpress.com

If you have any questions or problems registering, please call Beth at 406-461-9250.